



**DEPARTMENT OF THE ARMY  
U.S. ARMY RESERVE PERSONNEL COMMAND  
1 RESERVE WAY  
ST. LOUIS, MISSOURI 63132-5200**

REPLY TO  
ATTENTION OF

S: 9 July 2001  
4 June 2001

ARPC-PSV-BB (140-10)

4 April 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Reserve Command (USARC) Colonel Command  
Assignment Selection Board (CCASB), 20-23 August 2001

1. Reference USARC Regulation 140-5, Colonel and Lieutenant Colonel Command Assignment Selection Program, 1 July 2000.
2. The next Headquarters, U.S. Army Reserve Command (USARC) Colonel Command Assignment Selection Board (CCASB) is scheduled for 20-23 August 2001 in St. Louis, Missouri. The board will consider projected colonel command position vacancies occurring from 1 September 2001 through 28 February 2002 in the units shown at Enclosure 1. Units are listed under the appropriate U.S. Army Regional Support Command (RSC).
3. Applicants may apply for up to four positions. The criteria for assignment are at Enclosure 2, and the required consideration file documents are at Enclosure 3. Enclosures 5-8 are samples of various documents referred to in Enclosure 3.
4. Due to changes under the Reserve Officer Personnel Management Act (ROPMA), lieutenant colonels that have been a failure of selection for promotion by a mandatory Department of the Army Reserve Component Promotion Board, convened under ROPMA, are not eligible for consideration by a CCASB. Additionally, if a lieutenant colonel is selected by the CCASB, and is subsequently not selected for promotion by a Position Vacancy Promotion Board, the officer will be removed from the position within 30 days of notification of failure of selection, provided another officer is selected by the Position Vacancy Board to fill the position.

ARPC-PSV-BB

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Assignment Selection Board (CCASB), 20-23 August 2001

5. Instructions for Regional Support Commands:

a. RSC Points of Contact should acknowledge receipt of this memorandum via electronic mail to Mr. Joseph Burton at [joseph.burton@arpstl.army.mil](mailto:joseph.burton@arpstl.army.mil).

b. Ensure widest dissemination of this announcement is made, intact with appropriate endorsement, to ensure that all eligible officers are provided the opportunity to apply.

c. A copy of the USARC Form 63-R (commonly referred to as the "worksheet") at Enclosure 4 will be reproduced and provided to each interested applicant for completion. RSCs will review and consolidate all worksheets for Troop Program Unit (TPU) applicants. RSCs will forward worksheets to AR-PERSCOM, ATTN: ARPC-PSV-BB, postmarked no later than 4 June 2001.

d. Consideration files from TPU officers must be forwarded to the RSC. The RSCs will thoroughly review consideration files for accuracy, and forward only complete consideration files. Consideration files should be forwarded to AR-PERSCOM, postmarked no later than 9 July 2001.

6. Instructions for TPU, Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) officers:

a. TPU Applicants Only: Thoroughly review the Letter of Instruction (LOI) and all enclosures upon receipt. Submit worksheets and consideration files to your unit, allowing ample time to meet the RSC's required suspense date.

b. IRR and IMA Applicants Only: Thoroughly review the LOI and all enclosures upon receipt. Submit worksheets and consideration files directly to *Commander, U.S Army Reserve Personnel Command, ATTN: ARPC-PSV-BB (CCASB/Mr. J. Burton), 1 Reserve Way, St. Louis, Missouri, 63132-5200*. Worksheets must be postmarked not later than 4 June 2001, or sent via facsimile to (314) 592-0580; consideration files must be postmarked not later than 9 July 2001.

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c. All Applicants: Officer Evaluation Reports (OER) submitted for the most current rating period must have a "Thru" not later than 90 days prior to the board's convene date, which is 23 May 2001. Note that only profiled OERs will be admitted to the board.

7. The LOI and all enclosures will also be available electronically via the Internet at AR-PERSCOM's WebPage "2xcitizen." The WebPage address to obtain this LOI is **www.2xcitizen.usar.army.mil/soldierservices/pb/ccasboard.asp**. Revisions to the LOI and position vacancy list will also be posted to the WebPage as required.

8. Mr. Joseph Burton can provide additional information at (314) 592-0673, option 3, or via electronic mail at **joseph.burton@arpstl.army.mil**.

FOR THE COMMANDER:

9 Encls  
as

/s/  
DENNIS M. MIKALE  
Acting Director, Personnel  
Actions and Services

DISTRIBUTION:

All Eligible IRR and IMA Colonels and Lieutenant Colonels  
Commander,

U.S. Army 63rd Regional Support Command  
U.S. Army 65th Regional Support Command  
U.S. Army 70th Regional Support Command  
U.S. Army 77th Regional Support Command  
U.S. Army 81st Regional Support Command  
U.S. Army 88th Regional Support Command  
U.S. Army 89th Regional Support Command  
U.S. Army 90th Regional Support Command  
U.S. Army 94th Regional Support Command  
U.S. Army 96th Regional Support Command

(CONT)

ARPC-PSV-BB

SUBJECT: U.S. Army Reserve Command (USARC) Colonel Command  
Assignment Selection Board (CCASB), 20-23 August 2001

DISTRIBUTION: (CONT)

U.S. Army 99th Regional Support Command  
3d Medical Command  
9th Theater Support Command  
19th Theater Support Command  
75th Division (Training Support)  
78th Division (Training Support)  
80th Division (Institutional Training)  
84th Division (Institutional Training)  
85th Division (Training Support)  
87th Division (Training Support)  
91st Division (Training Support)  
95th Division (Institutional Training)  
98th Division (Institutional Training)  
100th Division (Institutional Training)  
104th Division (Institutional Training)  
108th Division (Institutional Training)  
143d Transportation Command  
244th Aviation Brigade  
311th Support Command (Corps)  
311th Theater Signal Command  
335th Theater Signal Command  
377th Theater Support Command  
412th Engineer Command  
416th Engineer Command  
National AMEDD Augmentation Detachment (NAAD)  
Army Reserve Readiness Training Command (ARRTC)  
U.S. Joint Forces Command

CF:

Commander,

U.S. Army Reserve Command, ATTN: AFRC-PRP-O

First U.S. Army, ATTN: AFKA-PR

Third U.S. Army, ATTN: AFRD-CS

Fifth U.S. Army, ATTN: AFKA-PA

7th U.S. Army Reserve Command

U.S. Army, Pacific, ATTN: APAG-RC

U.S. Army 9th Regional Support Command

U.S. Army Special Operations Command (USASOC), ATTN: AOPE-RPB

U.S. Army Civil Affairs and Psychological Operations Command  
(USACAPOC)

# 20-23 Aug 01 USARC Colonel Command Assignment Selection Board

## Position Vacancy Listing

As of 6 Apr 01

<u>RSC/UNIT</u>	<u>LOCATION</u>	<u>BR-AOC/FA</u>	<u>VACANCY DATE</u>
<b>63rd United States Army Regional Support Command</b>			
6054TH GARRISON SUPPORT UNIT	SAN JOSE, CA	BR IMM/01A	Oct 2001
352ND COMBAT SUPPORT HOSPITAL	OAKLAND, CA	MC/60A*	Sep 2001
164TH CORPS SUPPORT COMMAND	MESA, AZ	BR IMM/90A	Dec 2001
349TH GENERAL HOSPITAL	LOS ANGELES, CA	MC/60A*	Oct 2001
75TH LEGAL SUPPORT ORGANIZATION	MOFFETT FIELD, CA	JA/55A	Jan 2002
176TH MEDICAL GROUP	GARDEN GROVE, CA	MC/60*	Sep 2001
<b>65th United States Army Regional Support Command</b>			
166TH AREA SUPPORT GROUP	FORT BUCHANAN, PR	BR IMM/90A	Nov 2001
<b>70th United States Army Regional Support Command</b>			
104TH DIV (IT), 6TH BRIGADE (PD)	DENVER, CO	BR IMM/01A	Jan 2002
<b>77th United States Army Regional Support Command</b>			
301ST AREA SUPPORT GROUP	FORT TOTTEN, NY	BR IMM/90A	Sep 2001
865TH COMBAT SUPPORT HOSPITAL	UTICA, NY	MC/60A*	Sep 2001
1079TH GARRISON SUPPORT UNIT	FORT DIX, NJ	BR IMM/01A	Oct 2001
98TH DIV (IT), HQ, ASST DIV CDR-SUPPORT**	ROCHESTER, NY	BR IMM/01A	Sep 2001
98TH DIV (IT), 4TH BRIGADE (CSS)	WEST HARTFORD, CT	BR IMM/01A	Oct 2001
3418TH MILITARY INTELLIGENCE DETACHMENT (PRODUCTION GROUP)	BRONX, NY	MI/35B	Sep 2001
<b>81st United States Army Regional Support Command</b>			
1186TH USA TRANSPORTATION TERMINAL BRIGADE	JACKSONVILLE, FL	TC/88C	Sep 2001
108TH DIV (IT), 8TH BDE (MULTI-FUNC)	SAN JUAN, PR	BR IMM/01A	Nov 2001
415TH CHEMICAL BRIGADE	GREENVILLE, SC	CM/74A	Aug 2001
USARC SMALL ARMS READINESS GROUP	FORT GILLEM, GA	IN/01A	Sep 2001
4212TH US ARMY HOSPITAL	KINGSPORT, TN	MC/60A*	Sep 2001
2ND BATTLEFIELD COORDINATION ELEMENT	ANNISTON, AL	BR IMM/01A	Oct 2001

# 20-23 Aug 01 USARC Colonel Command Assignment Selection Board

## Position Vacancy Listing

As of 6 Apr 01

<u>RSC/UNIT</u>	<u>LOCATION</u>	<u>BR-AOC/FA</u>	<u>VACANCY DATE</u>
<b>88th United States Army Regional Support Command</b>			
91ST LEGAL SUPPORT ORGANIZATION	FORT SHERIDAN, IL	JA/55A	Dec 2001
337TH COMBAT SUPPORT HOSPITAL	INDIANAPOLIS, IN	MC/60A*	Nov 2001
6015TH GARRISON SUPPORT UNIT	FOREST PARK, IL	BR IMM/01A	Oct 2001
3426TH MILITARY INTELLIGENCE DETACHMENT (PRODUCTION GROUP)	SHARONVILLE, OH	MI/35B	Aug 2001
452ND COMBAT SUPPORT HOSPITAL	MILWAUKEE, WI	MC/60A*	Nov 2001
114TH COMBAT SUPPORT HOSPITAL	FORT SNELLING, MN	MC/60A*	Oct 2001
84TH DIV (IT), 8TH BRIGADE (ROTC) (PROV)	MILWAUKEE, WI	BR IMM/01A	Sep 2001
US ARMY FACILITY ENGINEER GROUP	DARIEN, IL	EN/21D	Oct 2001
<b>89th United States Army Regional Support Command</b>			
325TH FIELD HOSPITAL	INDEPENDENCE, MO	MC/60A*	Jan 2002
3436TH MILITARY INTELLIGENCE DETACHMENT (PRODUCTION GROUP)	LINCOLN, NE	MI/35B	Dec 2001
3405TH MILITARY INTELLIGENCE DETACHMENT (PRODUCTION GROUP)	WICHITA, KS	MI/35B	Dec 2001
<b>90th United States Army Regional Support Command</b>			
95TH DIV (IT), 8TH BRIGADE (SROTC) (PROV)	STILLWATER, OK	BR IMM/01A	Sep 2001
95TH DIV (IT), 7TH BRIGADE	N. LITTLE ROCK AR	BR IMM/01A	Sep 2001
2291ST US ARMY HOSPITAL	EL PASO, TX	MC/60A*	Sep 2001
4010TH US ARMY HOSPITAL	NEW ORLEANS, LA	MC/60A*	Sep 2001
4005TH US ARMY HOSPITAL	LUBBOCK, TX	MC/60A*	Dec 2001
1190TH USA DEPLOYMENT SUPPORT BRIGADE	BATON ROUGE, LA	TC/88A	Nov 2001
<b>94th United States Army Regional Support Command</b>			
655TH AREA SUPPORT GROUP	AYER, MA	BR IMM/01A	Oct 2001
<b>96th United States Army Regional Support Command</b>			
5502ND US ARMY HOSPITAL	AURORA, CO	MC/60A*	Oct 2001
87TH LEGAL SUPPORT ORGANIZATION	SALT LAKE CITY, UT	JA/55A	Jan 2002

# 20-23 Aug 01 USARC Colonel Command Assignment Selection Board

## Position Vacancy Listing

As of 6 Apr 01

<u>RSC/UNIT</u>	<u>LOCATION</u>	<u>BR-AOC/FA</u>	<u>VACANCY DATE</u>
<b>99th United States Army Regional Support Command</b>			
3431ST MILITARY INTELLIGENCE DETACHMENT (PG)	NORFOLK, VA	MI/35B	Nov 2001
HQS, 80TH DIV (IT), 1ST BRIGADE (MP)	FORT MEADE, MD	BR IMM/01A	Feb 2002
153D LEGAL SUPPORT ORGANIZATION	NORRISTOWN, PA	JA/55A	Dec 2001
3425TTH MILITARY INTELLIGENCE DETACHMENT (PRODUCTION GROUP)	GAITHERSBURG, MD***	MI/35B	Dec 2001
338TH MEDICAL GROUP	CHESTER, PA	MS/70A*	Sep 2001
US ARMY ELEMENT, JOINT RESERVE UNIT	NORFOLK, VA	MI/35B	Feb 2002
2290TH US ARMY HOSPITAL	WASHINGTON, DC	MC/60A*	Nov 2001

REMARKS:

\* OFFICERS IN ALL AMEDD BRANCHES MAY APPLY

\*\* ONLY COLs & LTCs (P) MAY APPLY

\*\*\* DUTY AT WASHINGTON NAVAL YARD, WASHINGTON, DC

## **CRITERIA FOR ASSIGNMENT TO COLONEL COMMAND POSITIONS**

- 1. Be a member of the US Army Reserve and assigned to a USAR Troop Program Unit, USAR Control Group (Annual Training), USAR Control Group (Reinforcement), or the USAR Control Group (Individual Mobilization Augmentation). An officer assigned to the USAR Control Group (Active Guard Reserve), if otherwise eligible, may also apply for a position vacancy if he/she is scheduled to leave full-time active duty in sufficient time to assume command of the unit on the announced vacancy date. An officer assigned to the Army National Guard (ARNG), if eligible, may apply for a position vacancy if he or she becomes a member of the USAR prior to the convening date of the board.**
- 2. Be in the rank of colonel, lieutenant colonel (promotable), or in the rank of lieutenant colonel with a minimum of 2 years in grade as of the end of the month and year in which the projected vacancy occurs. Lieutenant colonels previously not selected for promotion to colonel by a Department of the Army Reserve Component promotion board convened under the Reserve Officer Personnel Management Act (ROPMA) are not eligible to apply.**
- 3. Have a mandatory removal date (MRD) not less than 3 years from the end of the month and year in which the board convenes. The convening authority may waive this requirement; however, applicants must have at least a minimum of 18 months remaining before MRD, as of the end of the month and year in which the projected vacancy occurs.**
- 4. Have an undergraduate degree. The convening authority may waive this requirement.**
- 5. Be qualified in the basic branch of the unit prior to assuming command. Qualified is defined as having completed the appropriate branch officer advanced course, or having been designated the applicable Area of Concentration (AOC) based on experience in previous branch assignments. All AMEDD officers must also meet the requirements of AR 140-10, Chapter 2, section V, current policy guidance, and the Leader Development Decision Network (LDDN) Action Plan.**
- 6. Be a graduate of the Command and General Staff College or the equivalent, except for AMEDD officers other than Medical Service Corps (MSC) AOC 70-series and AOC 67J. The convening authority may waive this requirement.**
- 7. Have passed the Army Physical Fitness Test (APFT) within the past 12 months, as of the end of the month and year in which the board convenes. Must be physically qualified to command troops in a field combat environment, and be physically able to mobilize and deploy with assigned unit. Requests for exception will be considered during the board process.**
- 8. Meet height and weight standards of AR 600-9. For those officers who exceed the screening table weight, but meet body fat standards, submit a certified true copy of DA Form 5500-R and DA Form 5501-R, Body Fat Worksheet.**
- 9. If a Military Intelligence Detachment (Production Group) (MID(PG)) applicant, thoroughly review AR 135-382, Chapter 5 to ensure additional criteria is met for consideration for these positions.**



**REQUIRED DOCUMENTATION FOR COLONEL COMMAND ASSIGNMENT  
SELECTION BOARD CONSIDERATION**

1. USARC Form 63-R, Colonel/Lieutenant Command Assignment Selection Board Worksheet (RCS exempt, AR 335-15, para 5-2b(4)), completed by each applicant and appropriate unit commander (enclosure 4 of this memorandum). A copy of this form is also available for local reproduction in USARC Regulation 140-5.

2. Resume of Service Career, prepared in accordance with attached sample (enclosure 5). No attempt should be made to complete military portions of the Resume without referring to official military personnel records. Civilian occupation will be described in Addendum A; explanation of command equivalency (battalion command or higher) will be described in Addendum B. The Resume must be signed and dated by the applicant.

3. Troop Program Unit (TPU) officers will submit a current copy of DA Form 2B (USAR Personnel Qualification Record--PART 1) and DA Form 2-1 (Personnel Qualification Record--PART II), verified as accurate and complete, and signed and dated by the officer. *In addition, DA Form 2B (USAR) and DA Form 2-1 must be certified as a "true copy" by the appropriate certifying official (see paragraph 7 for appropriate certifying officials).*

Individual Ready Reserve (IRR) and Individual Mobilization Augmentee (IMA) officers will submit DA Form 4037 (Officer Record Brief) in lieu of DA Form 2B USAR and DA Form 2-1 (enclosure 6). IRR/IMA officers should contact their Personnel Management Officer (PMO) at AR-PERSCOM to update their Officer Record Brief. It is particularly important that DA Forms 2B USAR and 4037 include the latest PULHES information and date.

4. Official photograph taken in accordance with AR 640-30, "Photographs for Military Personnel Files." Reverse side of photograph must include date taken, SSN, current height and weight and officer's signature. General Staff insignia will not be worn for this photograph.

5. Statement of Understanding (sample at enclosure 7) prepared by officers applying for positions which require a rank above their current rank.

6. Commander's Statement (sample at enclosure 8). For IRR and IMA applicants, the Commander's Statement will be completed by AR-PERSCOM. For verification purposes, IRR and IMA applicants must submit a copy of the most recent physical taken, along with a copy of the most recent Army Physical Fitness Test score card.

7. "Certified True Copies" of Officer Evaluation Reports (OERs) for the past three available years. When duplicating, ensure reverse side of the reports are in the same position as the original reports, or prepare a separate page for each side. An OER can be certified as a "True Copy" by one of the following persons: the Unit Personnel Officer; Adjutant; S1; Senior Rater; PSNCO/Personnel Technician; Unit Administrator; or Senior Staff Administrator.

8. Applicants for Military Intelligence Detachment (MID) positions: A statement from the commander/PMO certifying favorable Special Background Investigation (SBI) with access to Sensitive Compartmented Information (SCI). Additionally, applicants for area studies MID commander positions must provide a separate statement addressing each of the requirements of AR 135-382, paragraph 5-3e. Similarly, applicants for medical/life science, scientific or technical MID commander positions must also provide a statement addressing each of the requirements of paragraph 5-3f of the reference.

**REQUIRED DOCUMENTATION FOR COLONEL COMMAND ASSIGNMENT  
SELECTION BOARD CONSIDERATION**

**9. For serving Commanders: Request for 1-year extension of tenure, if applicable. Each request must be based on stated mission essential requirement(s) and include the personal recommendation of each intermediate commander in the chain of command below Headquarters, USARC.**

**10. Officers are not authorized to appear in person before the board in their own behalf or in the interest of another officer being considered.**

**11. Officer being considered may write to the selection board. The memorandum may call attention to DA matters of record that are important. A memorandum considered by the board becomes a permanent record in the soldier's consideration file.**

**a. A memorandum to the board will be accepted only from the officer being considered, except as indicated in paragraph 9 above.**

**b. A memorandum to the board will be filed in the officer's consideration file except those which contain criticism or reflect adversely on the character, conduct, or motives of any officer.**

**c. A proper memorandum from officers will be considered if received before the date the board convenes. The memorandum should be mailed to the convening authority along with the consideration file. Documents should be either photostatic or certified true copies because they will not be returned.**

**d. Appeal of efficiency evaluation reports must be prepared and submitted as prescribed in AR 623-105. Appeals that are received with a memorandum to the board will be returned to the appellant.**

**12. Assemble and forward documents IAW the following instructions. Do not add additional documents. Officers are reminded that they are personally responsible for the accuracy of their CCASB consideration files, and must personally review each document in their file.**

**a. Documents will be submitted in a manila folder with a white file folder label containing applicant's last name, first name, middle initial and rank.**

**b. Left side of folder, top to bottom: USARC Form 63-R; Request for Extension, letter to the selection board, and any other exception to policy requests with chain of command endorsement, if applicable. Documents will be stapled, with sharp points inside.**

**c. Right side of folder, top to bottom: Photo; Resume of Service Career; OERs for the past three (3) available years (most recent period first); Commander's Statement; DA Form 5500-R/DA Form 5501-R (if applicable); DA Form 2B USAR and DA Form 2-1 for TPU applicants, or DA Form 4037 in lieu of these forms for IRR/IMA applicants; MID statements (if applicable); Statement of Understanding (for lieutenant colonel applicants). Documents will be fastened to right side of folder by a file document fastener, minus the top portion of the fastener.**

# COLONEL / LIEUTENANT COLONEL COMMAND ASSIGNMENT SELECTION BOARD WORKSHEET

(USARC Reg 140-5; the proponent agency is DCSPER)

## PRIVACY ACT STATEMENT

**AUTHORITY:** Title 10, U.S. Code Annotated, Sections 3012 and 3013. **PRINCIPAL PURPOSE:** To provide information essential to select candidates to fill U.S. Army Reserve position vacancies in the ranks of Lieutenant Colonel and Colonel. **ROUTINE USES:** To provide selection board members with a synopsis of pertinent qualifications and to compile the list of Official Military Personnel Folders that the board will require. **EFFECT OF FAILURE TO PROVIDE REQUESTED INFORMATION:** Furnishing this information is voluntary, but failure to do so may delay or prevent assignment of the respondent to a command position in the rank of Lieutenant Colonel or Colonel.

## Part I. INDIVIDUAL OFFICER COMPLETE

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Last, First, MI)

\* RANK: \_\_\_\_\_ DOR: \_\_\_\_\_ BR & AOC: \_\_\_\_\_ MRD: \_\_\_\_\_ AGE: \_\_\_\_\_

CURRENT DUTY ASSIGNMENT: \_\_\_\_\_  
(Title, Unit, MUSARC/IRRA/MA)

Mileage from my home address to the positions/locations is listed below. I will be available to participate in all administrative and Multiple Unit Training Assemblies (MUTA), regardless of distance.

POSITION	LOCATION	MUSARC/MS	MILEAGE	MODE OF TRANS	BR & AOC	(USARC/MUSARC USE ONLY)	
						YES	NO
1. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
2. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
3. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
4. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
5. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
6. _____	_____	_____	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

HOME ADDRESS: \_\_\_\_\_

BUSINESS TELEPHONE #: \_\_\_\_\_ HOME TELEPHONE #: \_\_\_\_\_

(SIGNATURE/DATE)

\* Do not include "(P)" unless you are currently listed on a promotion selection list.

## Part II. UNIT COMMANDER COMPLETE (or records custodian if unit commander applying or unavailable)

DATE LAST PHYSICAL EXAM: \_\_\_\_\_ PULHES: \_\_\_\_\_

DATE LAST APFT: \_\_\_\_\_ (Check one) ☐ PASS ☐ FAIL ☐ PROFILE (Enter date) \_\_\_\_\_

CURRENT HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ MAX ALLOWABLE WEIGHT IAW AR 600-9: \_\_\_\_\_

IF STANDARD EXCEEDED, DA FORM 5500-R (MALE)/5501-R (FEMALE) ATTACHED: (Check one) ☐ YES ☐ NO

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL INFORMATION CONTAINED HEREIN:

(SIGNATURE/DATE)

(TYPED NAME/GRADE/TITLE)

## Part III. USARC/MUSARC USE ONLY

HIGHEST MILITARY EDUCATION: \_\_\_\_\_ HIGHEST CIVILIAN EDUCATION: \_\_\_\_\_

\*\* PREVIOUS COMMAND EXPERIENCE: \_\_\_\_\_

DISQUALIFYING MEDICAL CONDITIONS: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\*\* LTC or higher for CCASB consideration; as determined by MUSARC commander for LTCCASB.

RESUME OF SERVICE CAREER

of

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

DATE AND PLACE OF BIRTH 16 July 1948, Beech Grove, Indiana

YEARS OF COMMISSIONED SERVICE Over 27 years

TOTAL YEARS OF SERVICE Over 29 years

PRESENT ASSIGNMENT Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC 20310-2400, since May 1993

CURRENT OCCUPATION Executive Vice President, DFS Corporation, Gaithersburg, Maryland

MILITARY SCHOOLS ATTENDED (Only list courses that were a minimum of 40 hours in duration)

Airborne School

Ranger School

Infantry School - Basic and Advanced Courses

Engineer School - Advanced Course

United States Army Command and General Staff College

Reserve Components National Security Course

Force Integration Course

Senior Reserve Component Officer Course

National Security Leadership Course

United States Army War College

EDUCATIONAL DEGREES (Do not include high school. List only those institutions which resulted in the awarding of a baccalaureate or higher degree. Include major area of concentration. The major area of concentration for The United States Military Academy (USMA) will always be "No Major").

Austin Peay State University - BS Degree - Psychology

Indiana University - JD Degree - Law

FOREIGN LANGUAGE(S) (List only those languages which the officer professes to have proficiency. If none, indicate "None recorded.")

None recorded

ENCL 5

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (Do not include enlisted or warrant officer service. List by category in chronological order accounting for all time. Do not use abbreviations. Start with date of appointment. Duty titles used should match those used in OERs rendered during same period.)

FROM TO ASSIGNMENT

Active Duty (show casual status and non-rated periods)

Jun 70	Feb 71	Student, Engineer School, Fort Belvoir, Virginia
Feb 71	Mar 71	Casual Status
Apr 71	Oct 71	Platoon Leader, Company C, 701st Engineer Battalion (Combat), 16th Infantry Regiment, United States Army, Vietnam
Nov 71	Dec 71	S-2, 3d Battalion, 16th Infantry Regiment, United States Army, Vietnam (non-rated)

USAR - Not on Active Duty

Jan 72	May 72	Platoon Leader, 100th Military Police Company, Boston, Massachusetts (Jan-Feb 72, non-rated)
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ARNG - Not on Active Duty

Jun 72	Sep 73	Assistant S-4, 1st Battle Group - Ohio (show state)
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USAR - Not on Active Duty

Oct 73	Jan 74	Plans and Policy Officer (IMA), Fort Huachuca, Arizona
Jan 74	Feb 75	Plans and Policy Officer, 310th Support Command, Fort Belvoir, Virginia Deputy Assistant Chief of Staff, Services 310th Theater Army Area Command (TAACOM), Fort Belvoir, Virginia (Jul - Sep 74, ADSW)

**Note: Major duty assignments is the only section which may be divided between pages. Place page numbers at the bottom of all pages except page 1.**

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty (continued)

Mar 75	Aug 83	Executive Officer, Headquarters and Headquarters Company, 310th Support Command, Fort Belvoir, Virginia
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USAR - AGR

Aug 83	Mar 84	Personnel Management Officer, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri
Mar 84	Oct 86	Chief, Engineer Branch, Officer Personnel Management Directorate, Reserve Component Personnel Administration Center, St. Louis, Missouri (Mar 84, non-rated)
Oct 86	Mar 88	Staff Officer, Personnel Division, Office of Chief, Army Reserve, Washington, DC

USAR - Not on Active Duty

Mar 88	Jul 88	Control Group (Reinforcement)
Jul 88	Jan 91	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC
		*Assistant Chief, Administrative Support Team, Sixth Army Evaluation Headquarters, Camp Roberts, California (Jun 89, ADSW)

Active Duty

Jan 91	Jun 91	Engineer Staff Officer, Headquarters, 18th Airborne Corps, United States Army, Saudi Arabia (non-rated)
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\* To account for AT, ADT or ADSW tours for which an OER or AER was rendered while you were assigned to another unit, place entry below unit of assignment with period of duty shown in parenthesis (see example above).

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

MAJOR DUTY ASSIGNMENTS (continued)

FROM	TO	ASSIGNMENT
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USAR - Not on Active Duty

Jul 91	Present	Engineer Staff Officer (IMA), Office of the Chief of Engineers, Washington, DC
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    \*\*Deputy Chief of Staff (RTU), 5778th Corps  
    Support Command (COSCOM), Dallas, Texas  
    (Jul 92 - Dec 93 attached for points only)

\*\* Show RTU duty only if an OER was rendered.

PROMOTIONS	DATES OF APPOINTMENT	
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Rank	Component	Date
2LT	USAR	7 Jun 71
1LT	AUS	23 Apr 73
1LT	USAR	20 Oct 73
CPT	ARNG	19 Oct 78
MAJ	USAR	12 Mar 82
LTC	USAR	11 Mar 89
COL	USAR	10 Mar 94

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

US DECORATIONS AND BADGES

Silver Star

Bronze Star Medal with "V" Device

Meritorious Service Medal (with 3 Oak Leaf Clusters)

Air Medals

Army Commendation Medal (with 1 Oak Leaf Cluster)

Meritorious Unit Commendation

Army Reserve Components Achievement Medal (with Silver Oak Leaf Cluster)

National Defense Service Medal (with 1 Bronze Service Star)

Vietnam Service Medal (with 3 Bronze Service Stars)

Southwest Asia Service Medal (with 2 Bronze Service Stars)

Armed Forces Reserve Medal (with Silver Hourglass and "M" Device)

Army Reserve Components Overseas Training Ribbon

Republic of Vietnam Gallantry Cross Unit Citation

Republic of Vietnam Campaign Medal

Kuwait Liberation Medal (Kingdom of Saudi Arabia)

Kuwait Liberation Medal (Government of Kuwait)

Combat Infantryman Badge

Senior Parachutist Badge

Ranger Tab

SOURCE OF COMMISSION ROTC (June 1970)

(SIGN AND DATE RESUME HERE)



ADDENDUM A TO RESUME OF SERVICE CAREER

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

CURRENT OCCUPATION Executive Vice President, DFS Corporation,  
Gaithersburg, Maryland

NATURE, SCOPE AND EXTENT OF RESPONSIBILITIES

Has overall responsibility for design, construction and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents. Responsible for 1,200 employees at thirteen locations worldwide. Annual operating budget for 1996 is in excess of \$9 million. Position requires intercontinental travel to customer locations.

\* Use this example with single spaced format as your specific guide. Do not list previous positions and civic or religious affiliations - current position only.

Limit addendum to one separate page. Must be completed by all applicants (with exception of AGR soldiers).

ADDENDUM B TO RESUME OF SERVICE CAREER  
EXPLANATION OF COMMAND EQUIVALENCY

THOMAS EDWARD JEFFERSON, Colonel, Engineer (USAR), 000-00-0000

A. Positions/assignments (military and civilian) submitted for consideration as equivalent to battalion commander or higher.

Indicate the amount of time you served in each position to the right of each entry.

1. List assignments such as assistant division commander, chief of staff, commander of a brigade in the Total Army School System, or deputy of a command authorized a general officer, which you believe should be considered as experience equivalent to command.

2. Identify other key assignments or civilian experience for consideration as equivalent to command experience.

3. Officers serving in one of the special branches without command opportunities, for example, nurses or chaplains, will identify assignments of significant responsibility or other civilian experience which attests to the officer's technical expertise, executive level experience or achievement within the profession.

B. Justification.

Here you must explain why you feel the positions you listed above are equivalent to battalion command or higher. In all cases, you must structure your explanation so that the experience you are using as command equivalent ties into what a battalion or brigade/group commander would do in the United States Army Reserve.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB)

(This instruction sheet applies to IRR/IMA/AGR Officers and Warrant Officers ONLY)

1. **OVERVIEW.** For promotion or other board consideration, your Officer Record Brief (ORB) is next in importance after your military photo and OERs. A neat, typed ORB assists in presenting a clear picture of you and your professional credentials. The lack of an ORB in your consideration file is often interpreted as a lack of interest in advancement. After completing your ORB, reduce it to 8 ½ x 11, make two copies, and send one to the Board and one to your PMO. Maintain the original for your records. ***Don't forget to sign and date the reduced copies of your ORB in Section X - Remarks.***

2. **GENERAL RULES.**

a. **DATES.** Use only numerals in the sequence YYMMDD, where YY represents the year, MM the month, and DD the day. For example, 12 March 1940 should be shown as 400312.

b. **ABBREVIATIONS.** Use authorized abbreviations and approved acronyms as much as possible.

c. **ACCURACY.** Enter only correct, verifiable data. Permanent documents (orders, diplomas, etc.) must exist to support entries. Don't guess; don't enter anything not absolutely true. Falsification of this record may cause your removal from the U.S. Army.

3. **HEADING.** Starting with the very top row, leave the first and third blocks from the left blank. In the second block, enter the current date (YYMMDD). In the fourth block, enter your current rank and date of rank (example: MAJ 840127). In the fifth block, enter your basic control branch using the two-letter abbreviation (EN, AV, MS, QM, etc). In the sixth block, enter "USAR". Leave the seventh block blank. In the eighth block, enter your Social Security Number (###-##-####) and, in the ninth block, enter your name (last name, first name, middle name, followed by Jr., Sr., III, etc., if applicable).

4. **SECTION I - ASSIGNMENT INFORMATION.**

a. **OVERSEAS DUTY.** List a maximum of the six most recent overseas tours including any enlisted service. If you had no overseas duty, leave these blocks blank. Enter YR MO RTN (year and month returned from overseas), COUNTRY (of assignment), MONTHS (duration of tour in Months), and number of SHORT and LONG tours under NUMBER OF OS TOURS, starting with your earliest tour, even if you had more than six tours. A short tour is considered anything between 11 days and 18 months.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

b. SPECIALTY MOS DATA. Remember that any entries made in this section must be verifiable by orders, course completion notices, or other acceptable documentation. In the left-hand block, enter the three or four position code for your Branch Area of Concentration (21B, 31A, 74A, etc.) or Primary Military Occupational Specialty (420A, 153D, etc.). In the right-hand block, enter the three position code for your Functional Area of Concentration (41A, 51A, 54A, etc.) or Secondary MOS, if you have one.

c. ADDITIONAL SSI MOS. For officers, leave the block blank. For warrant officers, enter the one position character, which identifies your Skill Qualification Identifier (SQI). For your PMOS center it under the PMOS, and respectively the same for your SMOS.

d. ASI DATA. Enter the two-position code for any special skills you possess.

e. SPECIALTIES. Enter the titles of your Branch and Functional Areas of Concentration. Leave all additional blocks blank.

f. AVIATOR/GUNNERY QUALIFICATIONS. Enter your Aviation Service Entry Date (ASED) (YYMMDD). Make entry for each type of aircraft that you are qualified to fly, even if status is not current. Use the alpha-numeric description (UH-1, UH-60, CH-46C, CH-47D, U-21, C-12, etc.).

5. **SECTION II - SECURITY DATA.** Your DA Form 873 will contain the following information:

a. SCTY CLEARANCE. Enter your present security clearance level.

b. COMPL DATE OF SCTY INVES. Enter the date your investigation was complete (YYMMDD).

c. TYPE/COMD OF SCTY INVES. Enter the type of investigation conducted (NAC, ENTNAC, BI, etc.), if known.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

6. **SECTION III - SERVICE DATA.** Enter data in these blocks:

- a. PEBD. Pay Entry Basic Date (YYMMDD).
- b. BASIC DATE OF APT. Your date of commission or appointment (YYMMDD).
- c. SOURCE OF ORIG APT. OCS, ROTC, USMA, NGU, Direct Appt, Other.
- d. TYPE OF ORIG APT. RA, USAR, NGUS, AUS.
- e. DATE OF PROJ/MAND RET. Your mandatory retirement date (YYMMDD).
  - (1) Officers (LT - LTC): The date you reach 60 or 28 years commission service, whichever is soonest.
  - (2) Warrant Officers: The date you turn age 60.
- f. PDOR. Enter your date of rank (permanent) for each grade (YYMMDD).

7. **SECTION IV - PERSONAL/FAMILY DATA.**

- a. DATE OF BIRTH. YYMMDD.
- b. BIRTHPLACE. Enter the city and state/country.
- c. COUNTRY OF CIT. Enter the country of citizenship.
- d. SEX/RACE. Example: M/CAU, F/HISP.
- e. NO. DEPENDENT ADULTS/CHILDREN. Enter the number of adult dependents followed by a slash (/) and the number of dependent children. Example: 1/2
- f. RELIGION. Example: Bapt, Rom Cath, Meth, etc..
- g. MARITAL STATUS. Example: SINGLE, MARRIED, DIVORCED.
- h. SPOUSE BIRTHPLACE/CIT. Enter state abbreviation or country abbreviation of spouse's birthplace followed by (/) and the country abbreviation of citizenship. Example: MO/US, GER/US.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

i. PUHLES/DATE. Enter your current physical profile and date of last physical exam from SF 88. Example: 111111/920101.

j. HEIGHT/WEIGHT. Enter height in inches followed by a slash (/) and weight from last physical exam. If weight has changed drastically since last physical exam enter current weight. Example 72/185.

k. MAILING ADDRESS. Self-explanatory.

8. **SECTION V - FOREIGN LANGUAGE.** Enter your LANGUAGE, i.e., German, Spanish, etc. For READ and LISTEN enter NONE, ELEM, LIMITED, MIN PROF, FUL PROF, NATIVE. Enter your last DLAT Scores (if not more than 2 years old) or leave blank.

9. **SECTION VI - MILITARY EDUCATION.** Enter highest MILED Code: M + CAS3 PHASE I GRAD; 1 = Senior Service School Graduate; 2 = Senior Service School Resident Selectee/Deferred; 3 = Army War College (Correspondence) Course Selectee; 4 = Staff College Level Graduate; 5 = Staff College Level Selected/Deferred; 6 = Branch Advance Course Graduate; 7 = Branch Basic Course Graduate. Enter in chronological order each military school/course for which you have received a diploma or DA Form 1059 and the year of completion. The course must be at least two weeks in duration (or require equivalent effort if a correspondence course), is a requirement for promotion, or support your military specialty. Include any courses in which you are currently enrolled or for which you have received a 50 percent completion certificate. Use approved abbreviations and restrict yourself to a single line for each course.

10. **SECTION VII - CIVILIAN EDUCATION.** Enter highest CEL Code: 8 = HS, 7 = some college; 6 = AS/AA; 5 = BS/BA; 4 = graduate study; 3 = MD/DDS/LLB; 2 = MS/MA; 1 = PHD. Enter in chronological order each institution above high school level which granted a degree and the year awarded. Use abbreviations and do not exceed the lines provided.

a. INSTITUTION. Enter the name of the College or University attended.

b. DISCIPLINE. Enter the major field of study.

c. DEG. If a degree was received, enter the type and year degree was awarded (BA, BS, MS, etc). If a degree has not been completed enter the number of semester hours earned toward the degree.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

d. YEAR. Year in which education was completed and degree was awarded (YY).

11. **SECTION VIII - AWARDS AND DECORATIONS.** List awards, decorations, tabs, and badges awarded/earned in order of precedence. Use abbreviations. Show number of awards of the same medal as "ARCOM-3", meaning the Army Commendation Medal and two oak leaf clusters. Do not list state or National Guard awards.

a. Decorations are as follows in order from highest to lowest precedence:

<u>ABBREVIATION</u>	<u>ITEM</u>
MH	Medal of Honor
DSC	Distinguished Service Cross
DDSM	Defense Distinguished Service Medal
DSM	Distinguished Service Medal
SS	Silver Star
DSSM	Defense Superior Service Medal
LM	Legion of Merit
DFC	Distinguished Flying Cross
SM	Soldier's Medal
BSM	Bronze Star Medal
PH	Purple Heart
DMSM	Defense Meritorious Service Medal
MSM	Meritorious Service Medal
AM	Air Medal
JSCM	Joint Service Commendation Medal
ARCOM	Army Commendation Medal
JSAM	Joint Service Achievement Medal
AAM	Army Achievement Medal
POWM	Prisoner of War Medal
GCM	Good Conduct Medal
ARCAM	Army Reserve Comp Achievement Medal

b. Service medal in order from highest to lowest:

<u>ABBREVIATION</u>	<u>ITEM</u>
AOM	Army of Occupation Medal
NDSM	National Defense Service Medal
KSM(1-10)	Korean Service Medal(1-10 Campaign)
ASM	Antarctica Service Medal
AFEM	Armed Forces Expeditionary Medal
VSM(1-17)	Vietnam Service Medal (1-17 Campaign)
SWASM	Southwest Asia Service Medal
KOSM	Kosovo Service Medal

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

b. Service medal in order from highest to lowest (cont):

<u>ABBREVIATION</u>	<u>ITEM</u>
AFSM	Armed Forces Service Medal
HSM	Humanitarian Service Medal
MOVSM	Military Outstanding Volunteer Service Medal
AFRM	Armed Forces Reserve Medal
NCOPDR	NCO Professional Development Ribbon
ASR	Army Service Ribbon
OSR	Overseas Service Ribbon
ARCOTR	USAR Components Overseas Training Ribbon

c. Foreign decorations in order from highest to lowest:

<u>ABBREVIATION</u>	<u>ITEM</u>
UNSM	United Nations Service Medal
IADBM	Inter-American Defense Board Medal
UNM	United Nations Medal
NM	NATO Medal
MFOM	Multinational Force and Observers Medal
RVNCM	Republic of Vietnam Campaign Medal
KLM	Kuwait Liberation Medal (Kingdom of Saudi Arabia)
KLM	Kuwait Liberation Medal (Government of Kuwait)
ROKWSM	Republic of Korea War Service Medal

d. Unit Citations in order from lowest to highest:

<u>ABBREVIATION</u>	<u>ITEM</u>
PUC	Presidential Unit Citation
JMUA	Joint Meritorious Unit Award
VUA	Valorous Unit Award
MUC	Meritorious Unit Commendation
ASUA	Army Superior Unit Award
PRPUC	Philippine Republic Presidential Unit Citation
ROKPUC	Republic of Korea Presidential Unit Citation
VNPU	Vietnam Presidential Unit Citation
ROVGCUC	Republic of Vietnam Gallantry Cross Unit Citation
ROVCAUC	Republic of Vietnam Civil Actions Unit Citation



INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

e. Combat and Special Skills Badges:

<u>ABBREVIATION</u>	<u>ITEM</u>
CIB	Combat Infantry Badge
EIB	Expert Infantry Badge
MEDBAD	Combat Medical Badge
EXPELDMB	Expert Field Medical Badge
MSTPRCHT	Master Parachutist Badge
SRPRCHTB	Senior Parachutist Badge
PRCHTBAD	Parachutist Badge
PRB	Parachute Rigger Badge
MSTARAVB	Master Army Aviator Badge
SRARAVB	Senior Army Aviator Badge
ARAVBAD	Army Aviator Badge
MSTFLSBAD	Master Flight Surgeon Badge
SRFLSBAD	Senior Flight Surgeon Badge
FLTSURGB	Flight Surgeon Badge
MASTDIVB	Master Diver Badge
FCDIVBAD	First Class Diver Badge
SALVDIVB	Salvage Diver Badge
SCDIVBAD	Second Class Diver Badge
SCBDIVBAD	Scuba Diver Badge
MSTEODB	Master Explosive Ordnance Disposal Badge
SREODB	Senior Explosive Ordnance Disposal Badge
EODBAD	Explosive Ordnance Disposal Badge
PFDRBAD	Pathfinder Badge
AAB	Air Assault Badge
MSTACCMB	Master Aircraft Crewman Badge
SRACCMB	Senior Aircraft Crewman Badge
ACCMB	Aircraft Crewman Badge
DRVMECHB	Driver and Mechanic Badge

f. Identification Badges:

PSVCBAD	Presidential Service Badge
VPSVBAD	Vice Presidential Service Badge
QUSIDBAD	Office of the Secretary of Defense ID Badge
JCSIDBAD	Joint Chiefs of Staff ID Badge
ASIDB	Army Staff Identification Badge
TOMBBAD	Guard/Tomb of the Unknown Soldier ID Badge
AROTCNCPB	Army ROTC Nurse Cadet Program Badge
USARECB	U.S. Army Recruiter Identification Badge

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

g. Tabs:

RGRT	Ranger Tab
SFT	Special Forces Tab

12. **SECTION IX - ASSIGNMENT HISTORY.** Leave DATE OF AVAILABILITY blank.

a. DATE OF LAST PCS. Enter the date you were assigned to your last current unit. This should be the same as the date entered in "FROM DATE" column for current unit of assignment (YYMMDD).

b. DATE OF LAST OER. Enter the ending date of your last officer evaluation or academic report (YYMMDD).

c. ORG ZIP CODE. Enter the zip code (ZIP + 4) of your unit of assignment.

d. PROJ. Leave this line blank.

e. CURRENT ASGMT. Start on the line for CURRENT assignment, then list prior assignments in reverse chronological order. Under FROM DATE column, enter the date you were assigned to your current unit (YYMM). In the MO column, enter the number of months served in the assignment. In the UNIT NO column, enter the unit numerical designation. In the ORGANIZATION column, enter the unit description in not more than 19 characters. List enough of the unit designation to distinguish it from other like units. In the STATION column, enter the military installation or city. In the LOC column, enter abbreviation for the state, or for overseas, the country. COMD column, enter the major command. In the DUTY TITLE column, enter the official position title from the OER received for that assignment. Use authorized abbreviations (Opns Off, CoXO, Ass S-4) and, if necessary to clarify the scope of the position, include the organization title (Chief, Mob Tng Div; Bn S-3, Dep Ch, Trans Div). In the DMOS column, enter the 3 position or 5-position code for the MTOE TDA duty assignment. If you held more than one position in the same unit, enter the dates on separate lines and repeat the organizational information. If your current assignment is the IRR (not TPU or IMA), the entry in Section IX will be ORGANIZATION: ARPERCEN, STATION: St Louis; LOC: MO; DUTY TITLE: IRR; AND DMOS: your current primary ACO.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

13. **SECTION X - REMARKS.** Enter and provide the following in parenthesis:

- a. HPN: Home phone number (XXX) XXX-XXXX).
- b. BPN: Business phone number (XXX) XXX-XXXX)
- c. RYE: Retirement Year Ending Date (MMDD).
- d. C/G: Control Group CODES - R = Reinforcement; A = Annual Training; M = IMA.
- e. PPED: promotion Pending Eligibility Date (YYMMDD). This is the date upon which you could be promoted if selected, the date you acquire the appropriate number of years in grade and time in service for promotion to the next higher grade. A first time passover will add one year to the PPED.
- f. R/AD: Date Released from Active Duty (YYMMDD). This is the date you were released from your most recent active duty tour. It does not include Annual Training (AT); nor does it include any Active Duty for Training (ADT) tours less than 180 days. The date needed is the date on which you ended an Active Duty tour and surrendered a green ID card.
- g. CIV OCCUP: civilian occupation.
- h. EMPLOYER: Present employer.
- i. PX/COMM AGENT: Spouse's name (Ann M.).
- j. FAX: Facsimile number (if you have one) (XXX) XXX-XXXX)
- k. LAST PHOTO: Date of last photograph received by ARPENCEN (YYMMDD).
- l. MISC: Enter additional pertinent military/civilian information not covered elsewhere on the ORB; or use a continuation sheet if space is limited. Regimental affiliation and any enlisted service may be listed in this section.
- m. At the bottom of Section X-REMARKS. After reducing the master ORB to 8 ½ x 11, sign and date (YYMMDD) the copy of the ORB. Your signature and date verifies the information provided is true and accurate.

INSTRUCTIONS FOR COMPLETING DA FORM 4037,  
OFFICER RECORD BRIEF (ORB) (cont)

14. **SUMMARY.** Your ORB is just as important to advancement in your military career as an effective resume is to advancement in your civilian career. Your ORB summarizes your net worth to your profession. Basically it is a precis of your military life.

## STATEMENT OF UNDERSTANDING

1. I understand that the position for which I am applying requires a rank above the rank which I hold. I am not currently on an approved promotion list.

2. I understand that if selected for a command position for which I have applied, and am not selected for promotion by a position vacancy promotion board for which I am eligible, I will be removed from that command position.

(Signature of officer and date)

## **COMMANDER'S STATEMENT**

NAME OF OFFICER:

---

DATE LAST PHYSICAL EXAM: \_\_\_\_\_ PUELLES: \_\_\_\_\_

COMPLETION OF LAST ARMY PHYSICAL FITNESS TEST:

DATE: \_\_\_\_\_ PASS \_\_\_\_\_ FAIL \_\_\_\_\_

CURRENT HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

MAXIMUM ALLOWABLE WEIGHT STANDARD IAW AR 600-9: \_\_\_\_\_

**IF STANDARD EXCEEDED, DA FORM 5500-R/5501-R ATTACHED?**

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

I CERTIFY THAT I HAVE PERSONALLY VERIFIED ALL  
INFORMATION CONTAINED HEREIN:

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SIGNATURE OF RECORDS CUSTODIAN

---

TYPED NAME, GRADE, DUTY TITLE

---

DATE